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Class Specifications  
for the Class:

STOREROOM HELPER

Duties Summary:

Performs manual tasks in the receipt, storage and delivery of materials, equipment and supplies in a storeroom or warehouse; and performs other duties as required.

Distinguishing Characteristics:

This class is distinguished by its primary responsibility for the performance of manual work tasks in a storeroom or warehouse. In addition, positions perform and/or assist in simple clerical work associated with the receipt and issuance of materials. Positions work under the supervision of the storekeeper in charge of the storeroom or warehouse.

Examples of Duties:

Assembles items as requested on approved requisitions and delivers items by hand or hand truck; unpacks goods received, assists in checking goods against purchase orders, and stores items in specified locations; breaks down bulk items according to standard practice; posts quantities to inventory control cards; rearranges items as requested; cleans and sweeps storeroom or warehouse; and assists in taking inventory.

Knowledge and Abilities Required:

Knowledge of: Simple storekeeping procedures.

Ability to: Perform manual work including lifting and moving supplies; understand and carry out oral and written instructions; assist in inventory and record keeping activities.

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This is the first specification for the new class STOREROOM HELPER.

DATE APPROVED: 10/29/71

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JAMES H. TAKUSHI  
Director of Personnel Services